


MONTANA DEPARTMENT OF TRANSPORTATION
HELENA, MONTANA 59620-1001

MEMORANDUM

TO: District Engineering Officers and District Construction Engineers

FROM: David C. Balkovetz, Helena Engineering Officer 

DATE: May 30, 2003

SUBJECT: Expansion of the Processing Methods for the New Change Order Policy Per the Memorandum Mark Wissinger, P.E., Construction Engineer Distributed dated May 2, 2003

The purpose of this Construction Bureau Memo to address new processing policies that are needed for Change Orders under \$20,000.00 that can now be approved by the District Construction Engineers. This process is the one to follow until we have the AASHTO software implemented.

Under our new policy Change Orders under \$20,000.00 do not require the District Administrators signature or Construction Engineer's signature, but can be authorized (executed) by the District Construction Engineer. This new Change Order policy will help to insure smaller Change Orders are executed (signed in ink) by both the Contractor/Firm and the District Construction Engineer with the appropriate dates before the work begins. Change Orders under \$20,000.00 will still need to be coordinated with the District Engineering Officers. Under our current system the executed change orders must be returned to Helena as soon as possible so that payment can be enabled. The Discussion process has not changed, the "Discussed With" person including the "Date" in the work description field and the other parts of the change order is still a requirement. When the District Construction Engineer's date and the District Administrator's date is inserted, the District Engineering Officer must send the change order to Dave Balkovetz in the Helena Construction Bureau so that payment can be made. The Construction Bureau date will then be inserted and downloaded back to the respective district for each executed Change Order under \$20,000.00. The Helena Construction Bureau's date must be entered on the change order before the Engineering Project Manager can transfer it to the monthly estimate and make payment. This process will allow the Districts to download the executed change order, containing the Construction Bureau date, back to the Engineering Project Manager so the amount of work completed that relates to the Change Order can be loaded on the monthly estimate for payment.

There will be no changes made to process Change Orders over \$20,000.00 at this time. The new conditions outlined by the Construction Engineer's Change Order memo dated May 2, 2003 is to be applied to all Change Orders.

Copies: Engineering Project Managers
District Construction Operations Engineers
Construction Bureau
District Administrators